

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b> Caltrans Electrical Supervisor	<b>DISTRICT/DIVISION/OFFICE</b> 03/Maintenance/Sunrise Region	
<b>WORKING TITLE</b> Caltrans Electrical Supervisor	<b>POSITION NUMBER</b> 903-XXX-6925-XXX	<b>EFFECTIVE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:**

This position is the full supervisory level for this class. Under the direction of a Caltrans Electrical Area Superintendent, the incumbent is responsible for the supervision of maintenance, installation and repair of electrical and electronic devices associated with state facilities. The incumbent will enforce safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; is responsible for the review and proper maintenance/operation of assigned equipment; for training, safety, upward mobility, maintaining discipline; and for administrative transactions of employees assigned to the area of responsibility. Must possess a valid driver's license; Class A or B desirable.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
55% (E)	Plan, schedule, direct, and evaluate the work of the crew which performs installations, modifications, maintenance and repair of all highway traffic signal systems; overhead lighting; sign lighting; and electrical maintenance of several bridges.
20% (E)	Make materials acquisition requests, cost estimates and repair time projections. Attend meetings pertaining to state electrical facilities and provide concise, accurate reports regarding issues discussed. Maintain work logs, daily time keeping and maintenance records, and provide for input of it to computer database. Review and comment on technical drawings

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

and plans. Attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary.

- 15% (E) Inspect and operate equipment utilized in the performance of electrical work associated with state facilities. With proper licensing, will operate various equipment used by the crew requiring a Class A or B driver's license.
- 10% (M) Perform bench and field level repairs to all types of electrical and electronic equipment assigned to the cost center.

### ***SUPERVISION EXERCISED OVER OTHERS***

This is a supervisory position. Incumbent will directly supervise the assigned unit.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Knowledge: Techniques of effective supervision, labor relations, health and safety objectives, affirmative action and equal opportunity programs, contract management and purchasing procedures. Safety precautions and work procedures required in the maintenance and installation of traffic signal systems, stationary bridge systems, movable span bridge systems, building code, highway information systems, highway lighting systems, pump plants and rest areas. Must have knowledge of environmental, storm water, and accident prevention techniques. Incumbent must understand effective supervision and safe work practices. Additional knowledge of techniques for installation of knocked-down traffic signals and highway lighting standards.

Abilities: Make rough sketches and drawings related to electrical work. Read and interpret standard plans, specifications, schematics, maintenance manuals and manufacturer requirements. Estimate, order and install materials and generate written work reports. Trouble-shoot and repair state facilities. Work independently, but be able establish effective communication and cooperation with other personnel assigned to a project. Plan, layout, inspect and write detailed reports regarding electrical projects. Instruct unskilled and semiskilled assistants. Establish a safe work environment.

Analytical Requirements: Utilize progressive and logical trouble shooting techniques in the repair of electrical and electronic devices. Understand electrical diagrams, charts, technical sheets, oral and written communication and instructions. Interpret electrical codes as they pertain to state electrical facilities. An effective understanding of electrical and electronic formulas as they pertain to state facilities. Ability to interpret safety and health regulations as they pertain to state personnel.

Valid driver's license is required; Class A or B desirable.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Errors in judgment, decision-making and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in projects.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

### ***PUBLIC AND INTERNAL CONTACTS***

Incumbent will routinely contact or interact with other state agencies, city, county and CALTRANS personnel, contractors, engineering consultants and the general public. These contacts may take the form of verbal or written communications relating to state facilities.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

**Physical:** Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

**Mental:** Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

**Emotional:** Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

### ***WORK ENVIRONMENT***

The Caltrans Electrical Supervisor may work under various climates and conditions. Work may be performed inside of climate controlled buildings, or will take place alongside, over or upon state highways and right of way. The incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, heights up to 200 feet above pavement or water, confined spaces, high speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, nights, and weekends and be available for trouble call outs.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE